



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
CONSOLIDATED ADMINISTRATIVE SERVICES

HUMAN RESOURCES SPECIALIST

ANNOUNCEMENT NUMBER

18-WAW-13

ANNOUNCEMENT DATE

June 22, 2018

CLOSING DATE

Open until filled with preference given to resumes received by July 15, 2018

The U.S. District Court for the Western District of Washington is seeking an articulate and self-motivated individual to join our Consolidated Administrative Services department.

SEATTLE COURTHOUSE

700 Stewart Street
Seattle, WA 98101

TACOMA COURTHOUSE

1717 Pacific Avenue
Tacoma, WA 98402

Consolidated Administrative Services is comprised of human resources, budget, procurement, and space and facilities professionals. We serve the entire Court family: judicial officers, chambers staff, clerk's office staff, and probation and pretrial services officers and staff. The HR Specialist performs a wide variety of duties including training, benefits administration, payroll processing, recruitment, on-boarding and orientation, and performance management, proactively managing all elements of the employment lifecycle. This position requires a positive, self-motivated individual who demonstrates collaboration, professionalism, discretion, and exceptional customer service and communication skills.

This position is located at the federal courthouse in Seattle with the option to schedule regular work days at the federal courthouse in Tacoma and/or satellite probation and pretrial services offices. Frequent travel within the district is required.

REPRESENTATIVE DUTIES

- Facilitate and deliver training on a variety of HR related topics, including modifying or developing training materials.
- Manage full recruitment cycle including advertising, interviewing, and orientation.
- Assist with performance management process, including annual evaluations and performance improvement plans as needed.
- Process a variety of human resources and payroll actions such as appointments, promotions, separations, and terminations utilizing a national database. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions.
- Advise and educate staff in all areas of federal and judiciary benefits.
- Serve as a resource on personnel issues for staff, self-directed teams, supervisors, and management, coaching and facilitating as needed.
- Advise judges, unit executives, supervisors, and court staff on human resources matters, procedures, and processes.
- Issue new employee credentials and identification cards. Assist with fingerprinting new employees, contractors, and other agency personnel as needed.
- Assist with emergency preparedness processes and procedures.
- Manage workers compensation claims, including tracking and reporting nationally.
- Participate in other human resources responsibilities and initiatives as needed.

QUALIFICATIONS	<ul style="list-style-type: none"> • A minimum of 5 years of progressively responsible experience in human resources administration, training, recruitment, benefits, and other experience that provides knowledge of the rules, regulations, procedures, and practices of human resources. • Ability to maintain confidentiality, demonstrate sound judgment, and the ability to handle highly sensitive material is essential. • Training and group facilitation experience. • Collaborative work style, with a strong focus on building consensus within diverse groups. • Ability to communicate accurately and professionally with judges, staff attorneys, law enforcement officers, and operational and administrative staff. • Ability to maintain composure under stress, while adapting to unanticipated problems. • Strong attention to detail and organizational skills.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • PHR or SHRM-CP • Bachelor's degree • Human resources experience with the federal government • Proficiency with a wide range of technology, including Microsoft Office and SharePoint
SALARY RANGE	<p>Court Personnel System Classification Level:</p> <p>CL27, Step 1 – 61, \$53,084 - \$86,338</p> <p>CL28, Step 1 – 61, \$63,656 - \$103,441</p> <p>Depending on experience and qualifications.</p>
BENEFITS	<p>The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, visit www.uscourts.gov</p>
INFORMATION FOR APPLICANTS	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • A cover letter detailing how your experience relates to the position requirements • A resume detailing relevant experience, education, and skills <p>Applications will not be considered complete until all the items listed above have been received; incomplete application packets will not be considered.</p> <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov or</p> <p>Human Resources (#18-WAW-13) U.S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered "at will" employees. Applicants selected for interviews must travel at their own expense.</p>

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.